Articles

2016 - Fall Edition

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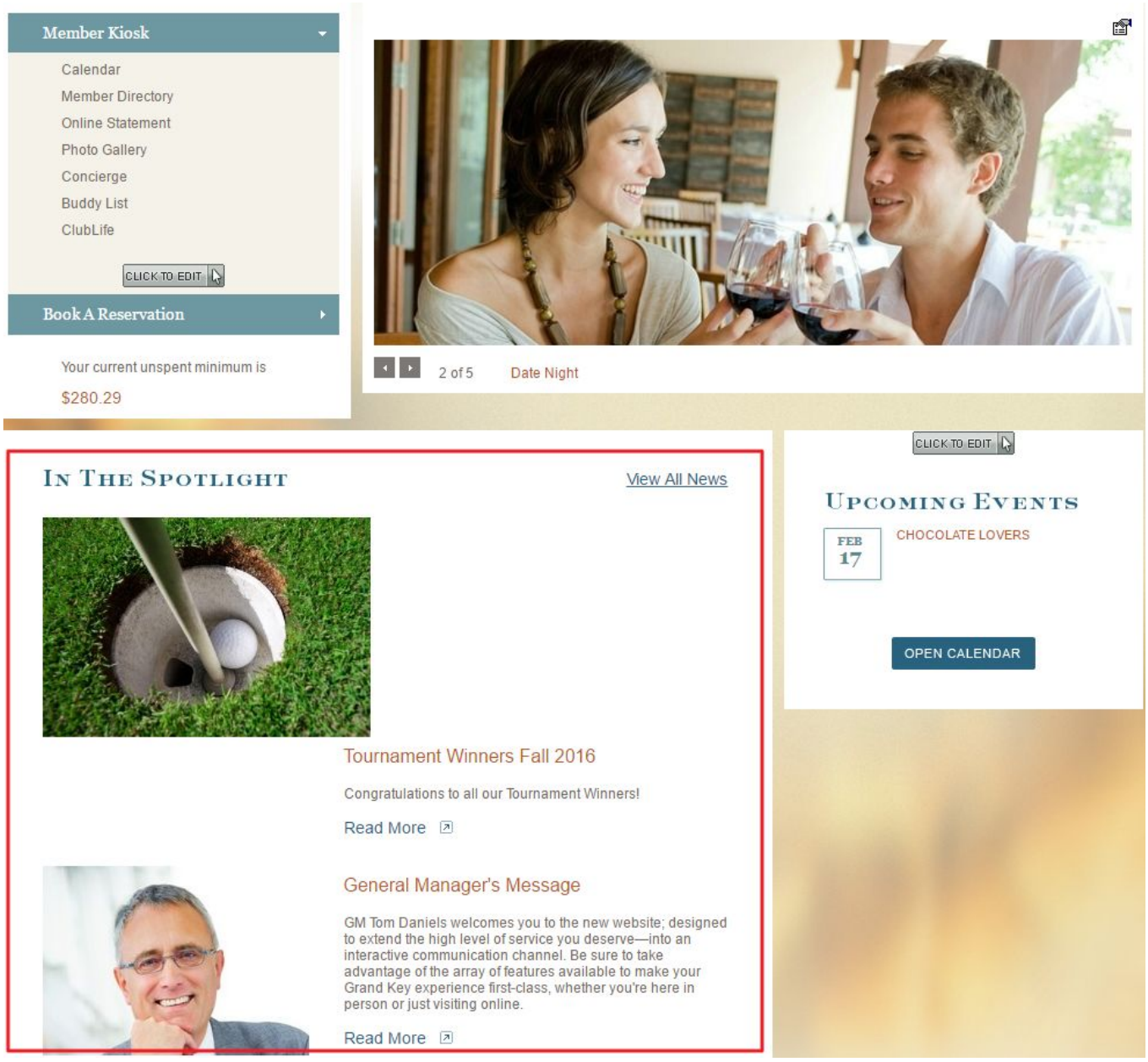
Overview

Articles turn your Clubessential website into an interactive portal that allows for new content to be created by Club **Admins** and **Editors. Articles** are also dynamic in that **Articles** can be **scheduled to post** and have the ability to be **archived.** Distribution is also dynamic, by assigning categories to **Articles**, so they're distributed throughout the website appropriately.

Use Case(s)

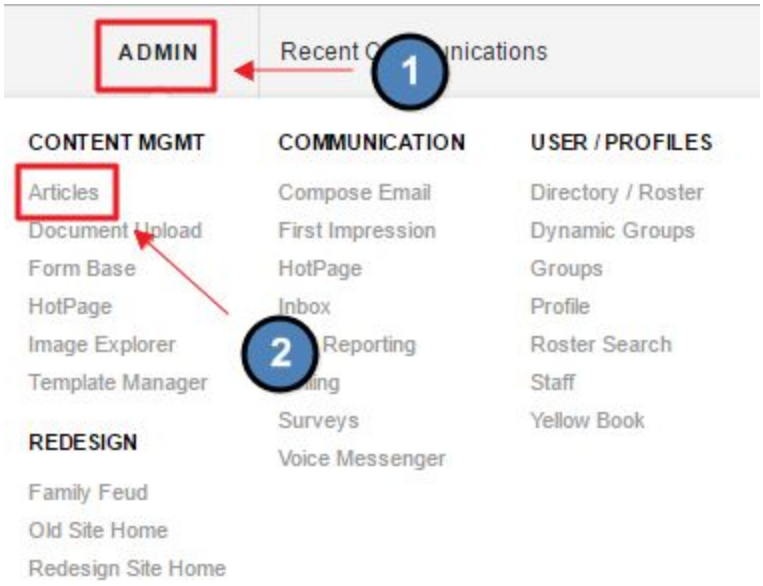
Articles have multiple uses, such as: **blogs, tournament results, meeting minutes, or news announcements.** The **Article Plug-in** is typically added on the member home page, however, the plug-in may be added anywhere throughout the website as desired. Clubessential can assist with adding and designing the **Article Plug-in.**



Accessing Articles

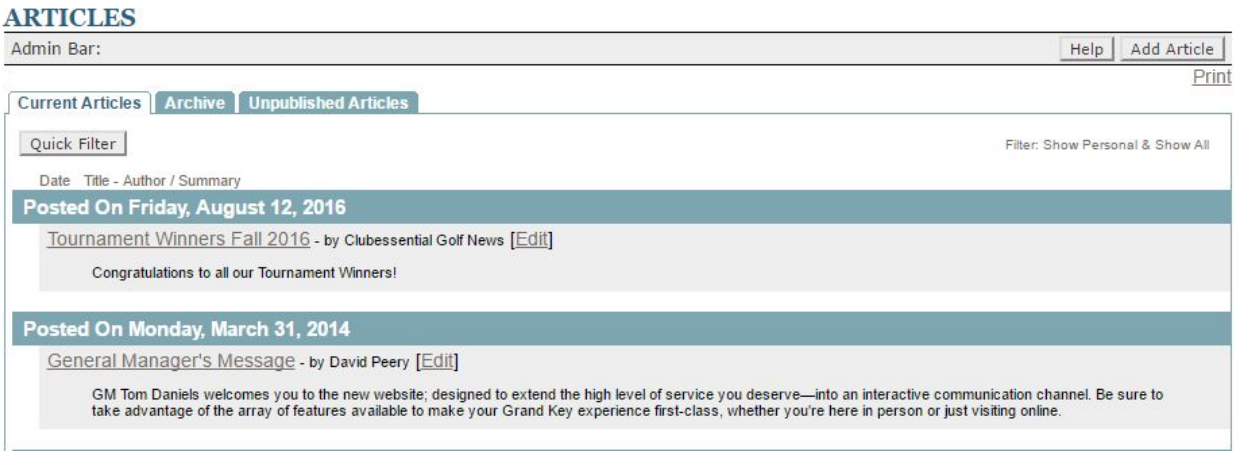
To access **Articles** follow the steps below depending on your access role.

Admins: Hover over **Admin** bar in the left hand corner of the screen, select **Articles**.



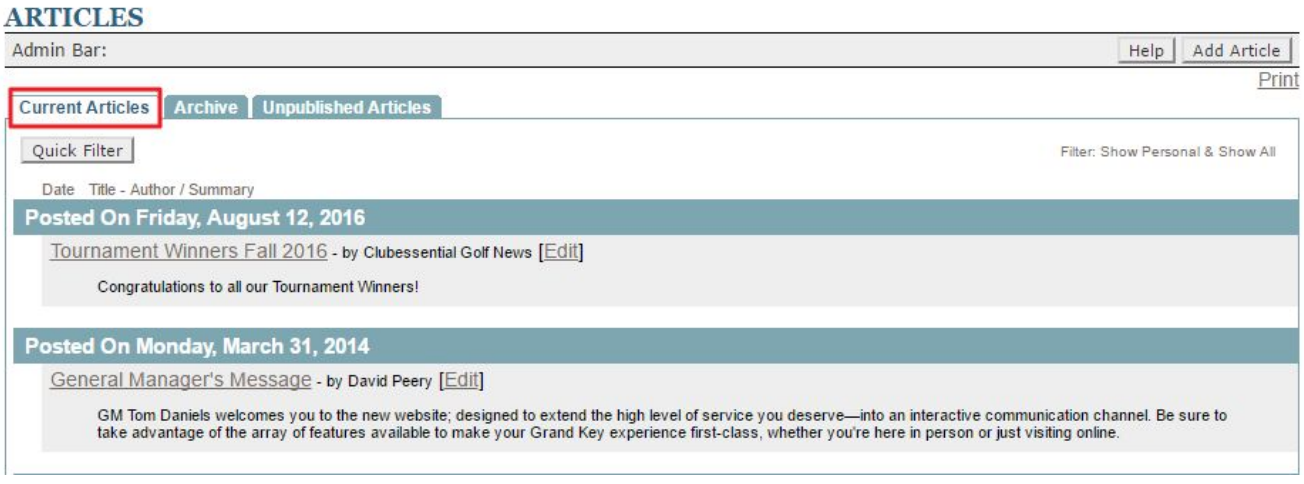
Editors: Hover over **Admin** in the main navigation, select **Main Tools**, and then **Articles**.

The following **Article Interface** screen will launch.

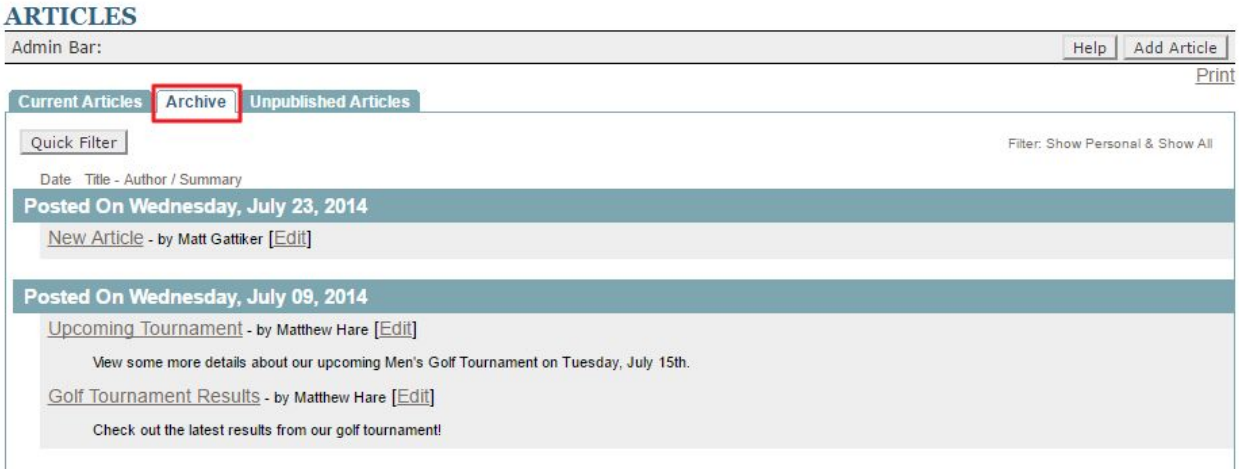


Article Interface

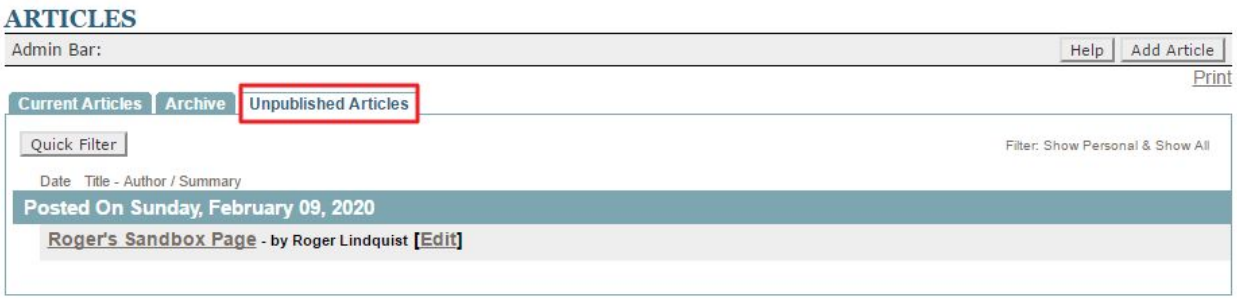
Current Articles: shows all published **Articles.**



Archived Articles: shows all Articles that are now **Archived.**



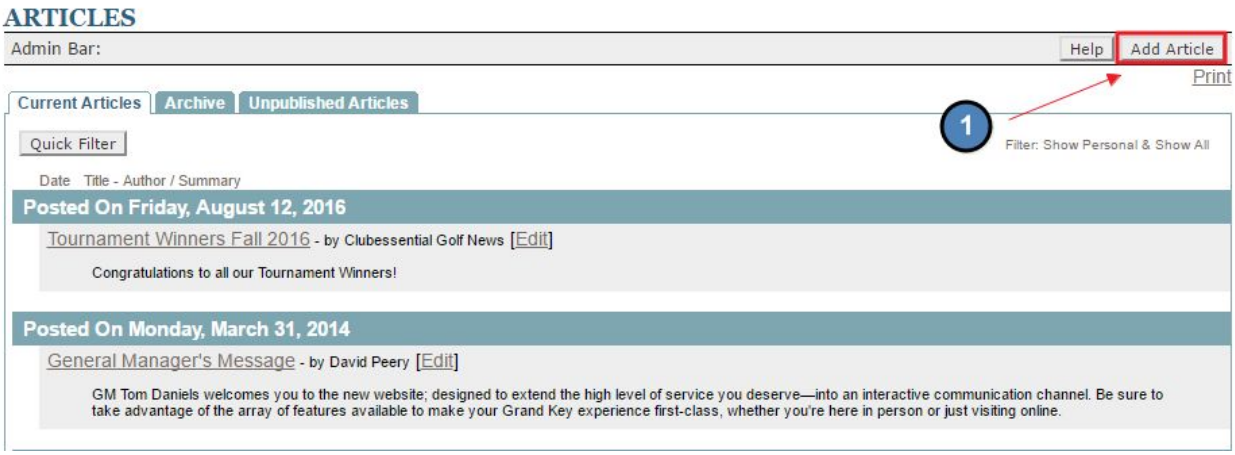
Unpublished Articles: shows **Articles** that are still being edited and not yet published, or archived.



Filtering: similar to calendar filtering, allowing the users to choose which **Category** of **Articles** to view.

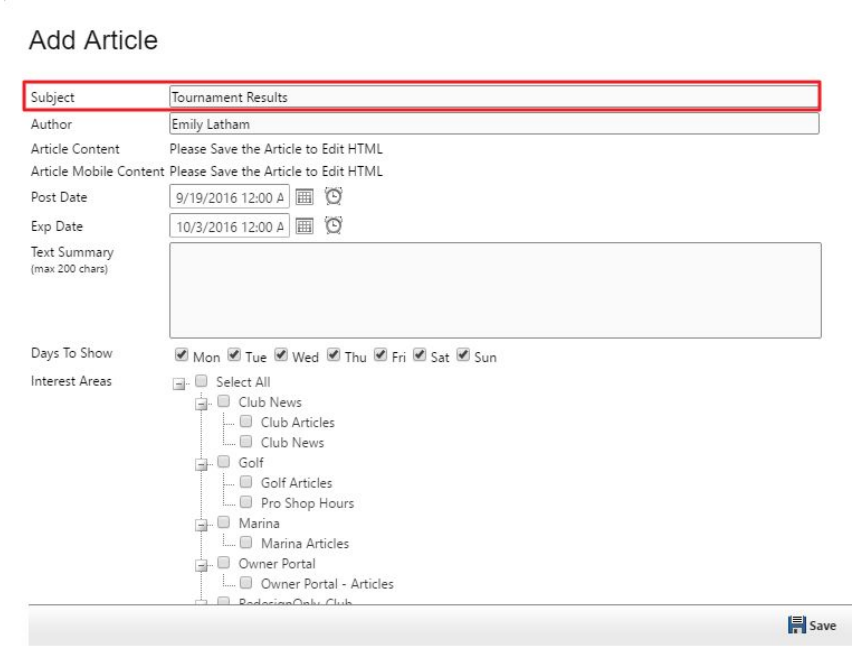
Adding Articles

Click the **Add Article** button.



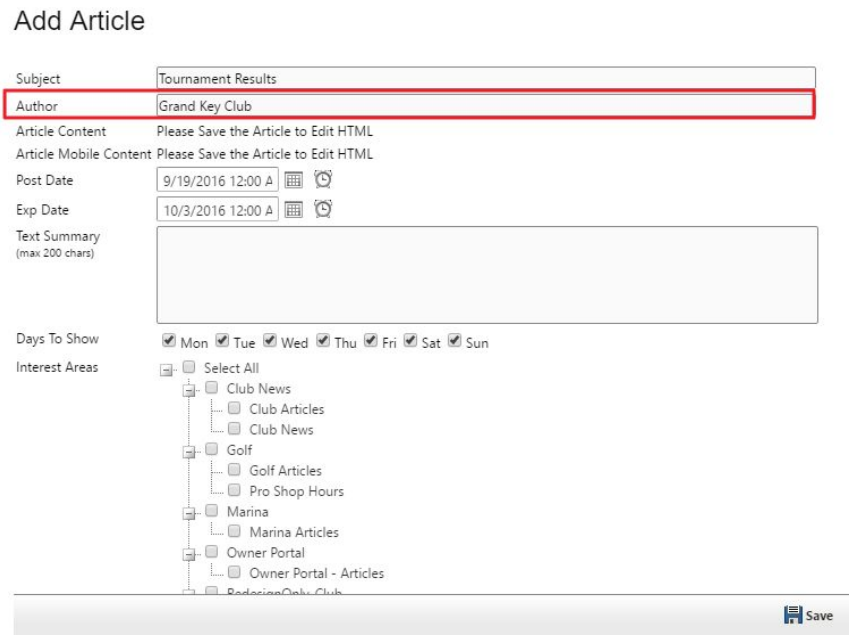
This will bring up the **Add Article Interface.**

Title: this will display on the **Article Listing** when is the **Quick View Display**.



Article Listing Quick View Display:

Author: this will display in the **Listing View** under the **Current Articles** tab.



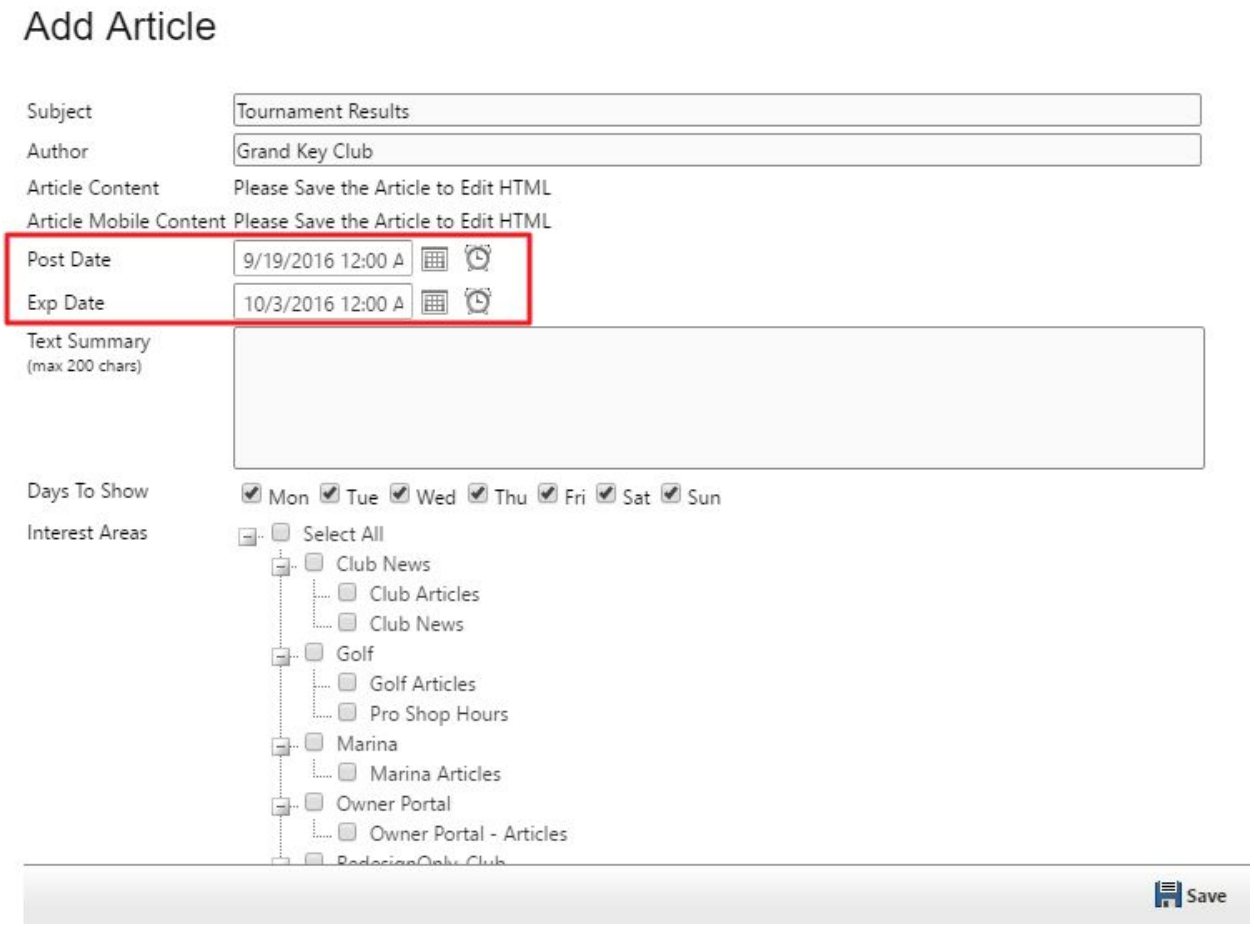
Author in Listing Viewing Display:

Post Date: allows for creation prior to posting.

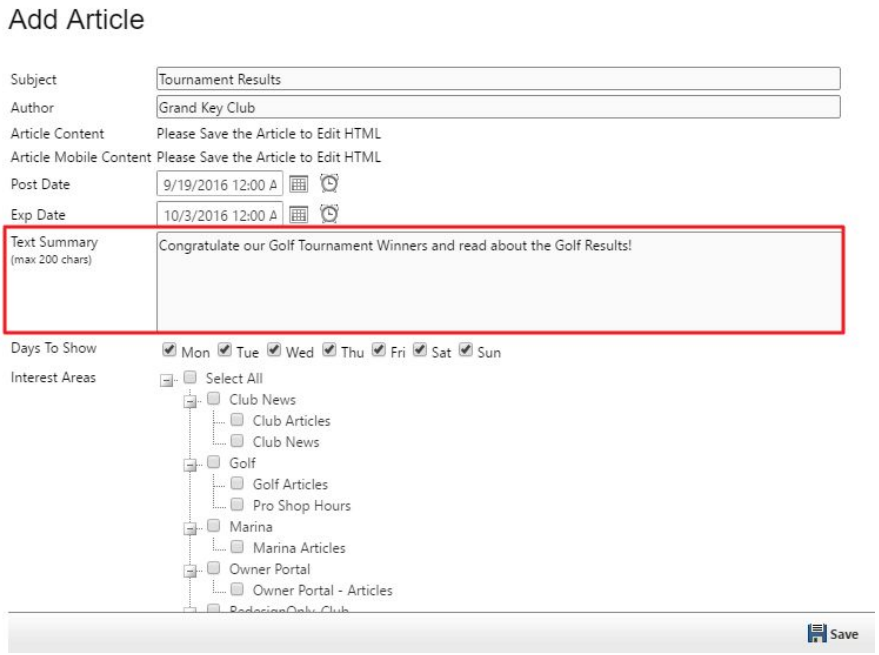
- May set a date and time to post.

Expiration: allows to move the **Article** to the **Archived Tab** at set date.

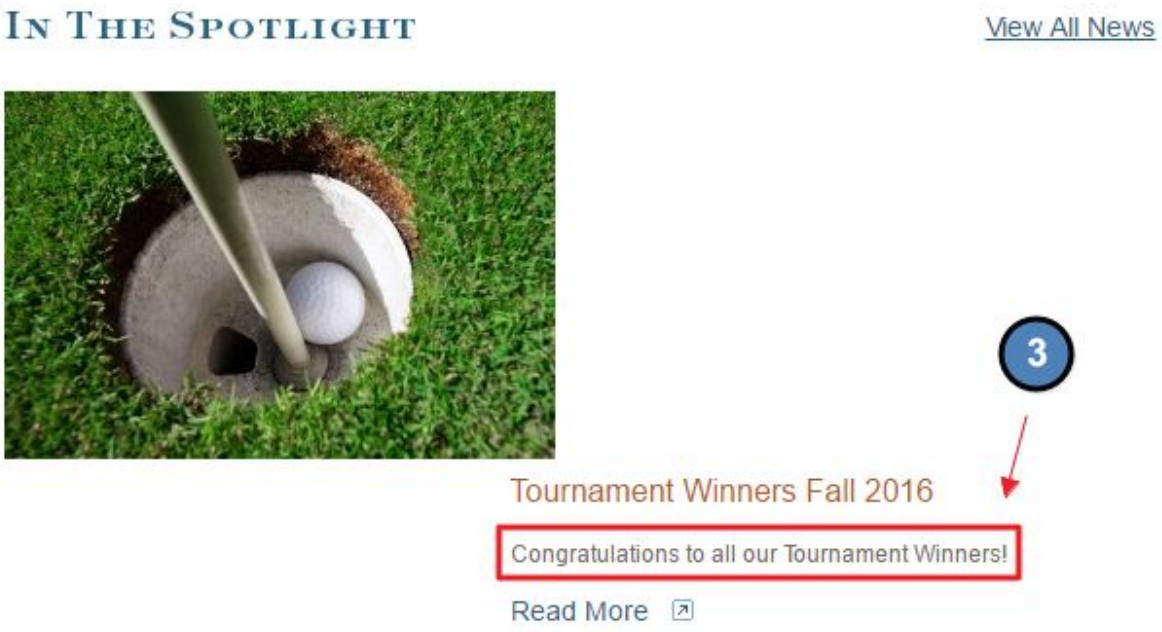
- May set a date and time to expire.



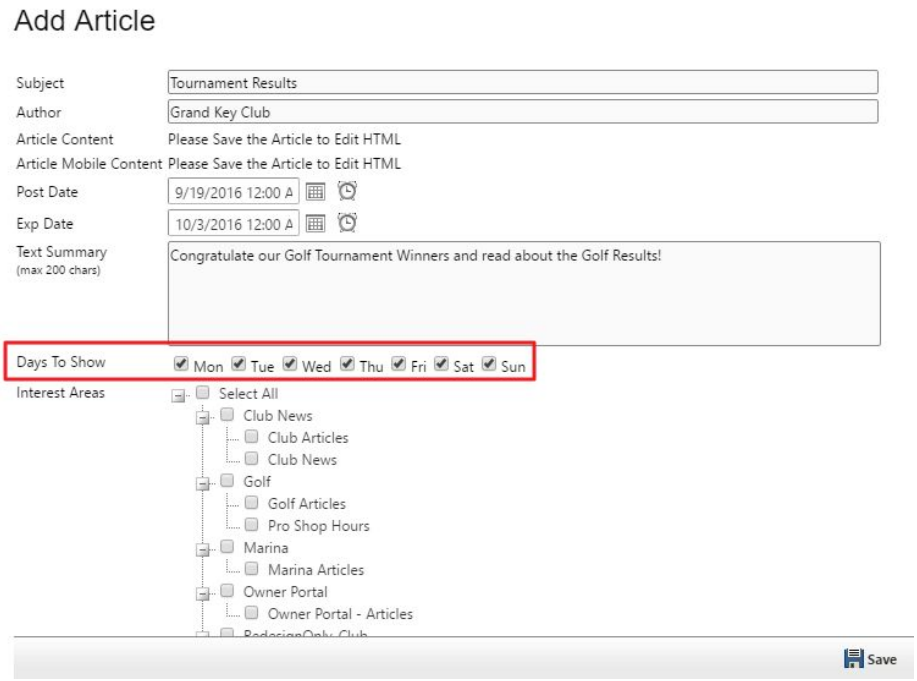
Text Summary: allows for a short description of the **Article.** This usually shows on the **Quick View Display.**



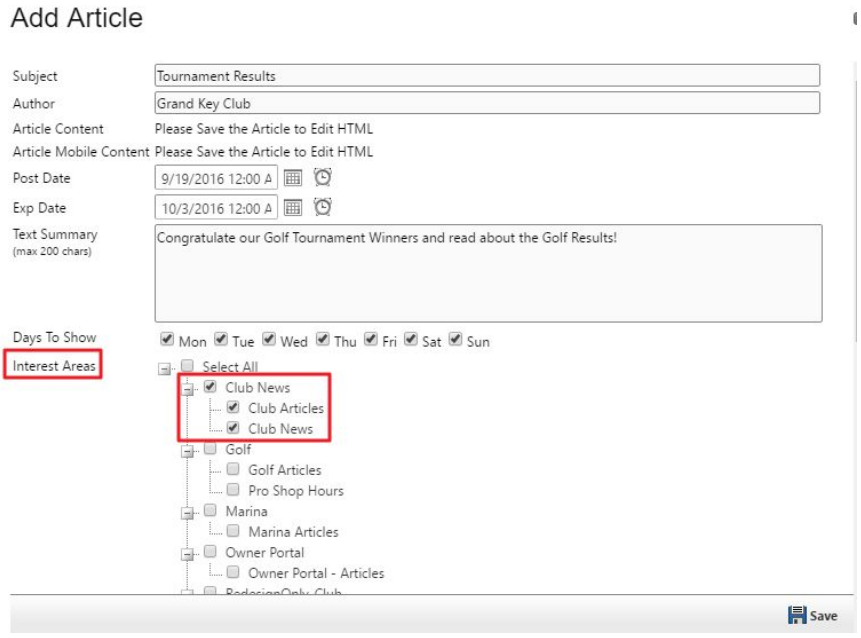
Text Summary is Listing Display:



Days to Show: choose which days the **Article** should show on. This could be all days, or select days.



Interest Areas: choose a **Category** for the **Article** to be assigned to. This is how **Articles** are distributed throughout the website. *Note: you must assign an **Interest Area** to save and continue.*



Settings for Plugin Display: for advanced use. Designs the layout of the **Articles.** Set-up by Clubessential.

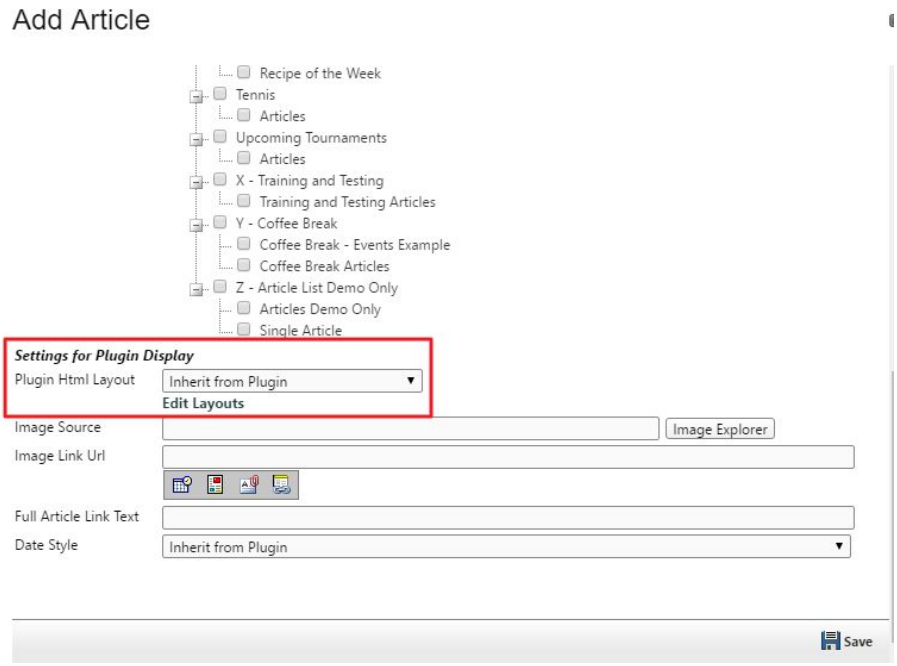
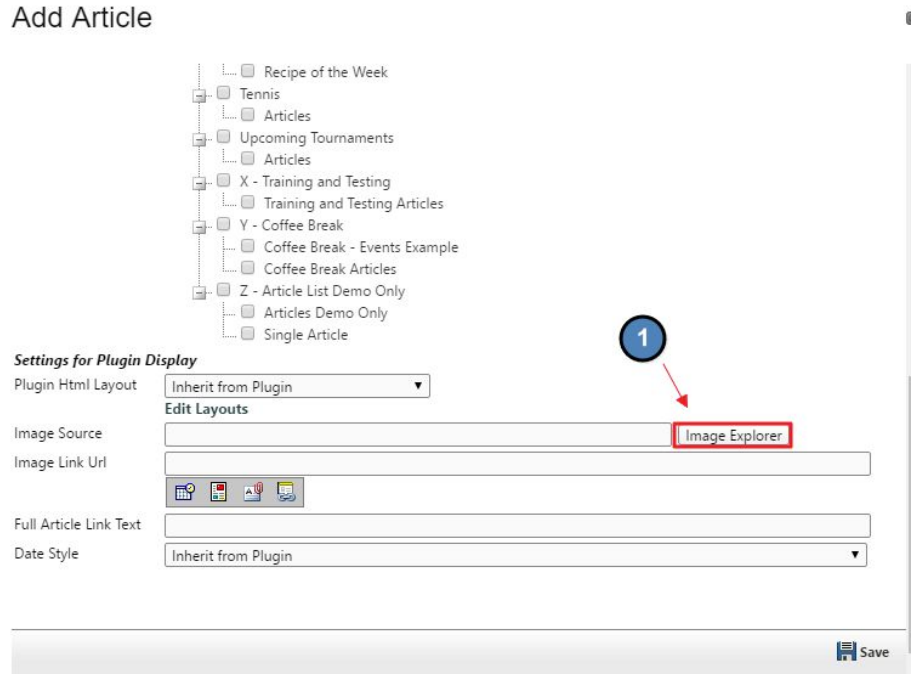
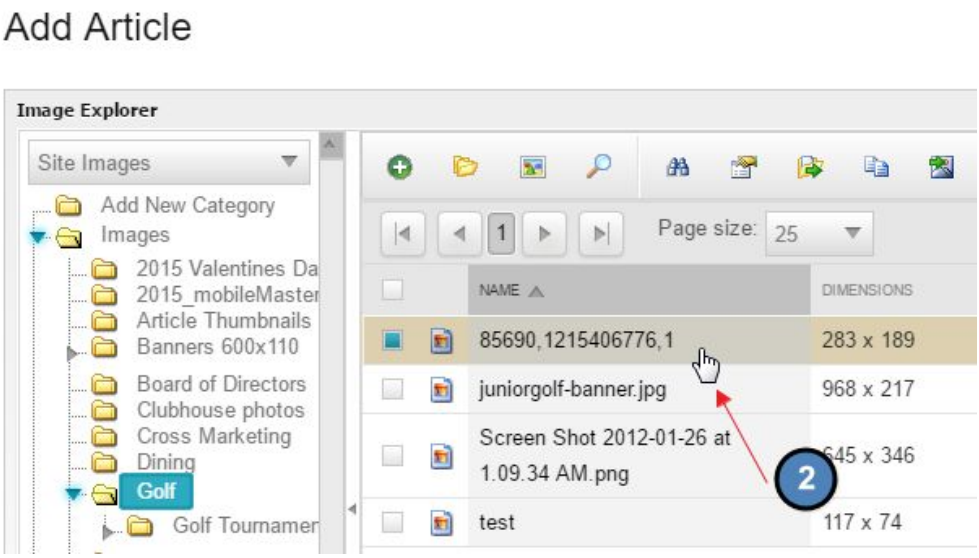


Image Source: if the **Article** display is using a thumbnail image, add an image here. This will launch the **Image Explorer,** so an image can be chosen.



Double Click on the image to add it to the **Image Source**.



Once the image is added, you will see the thumbnail in the **Image Source** section.

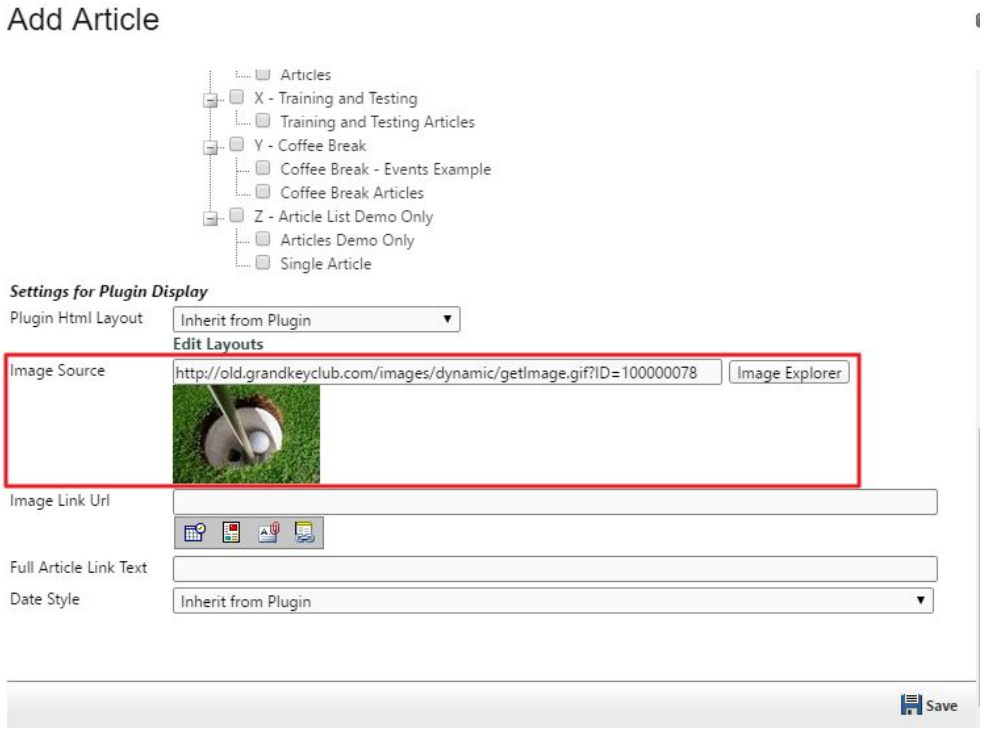
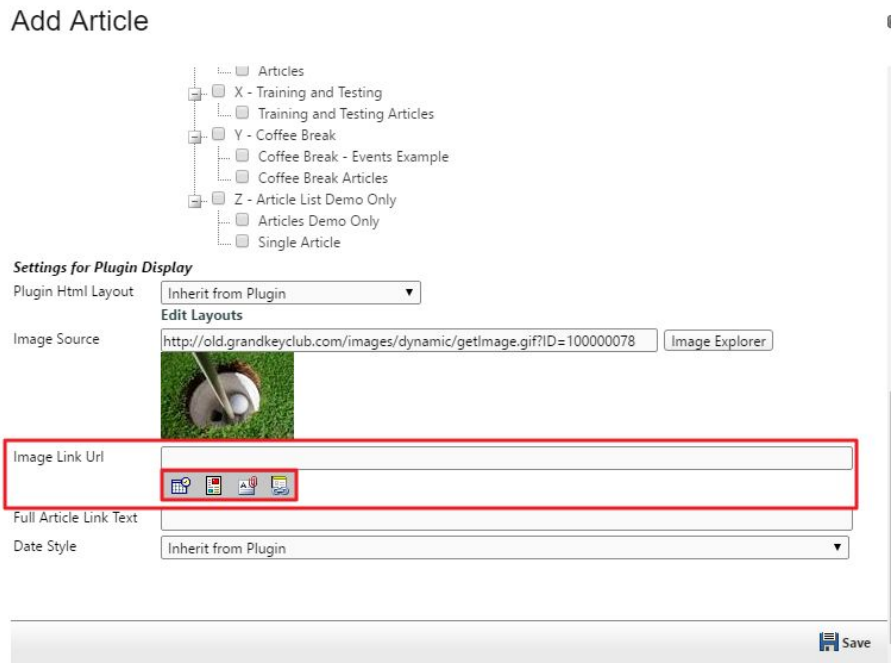
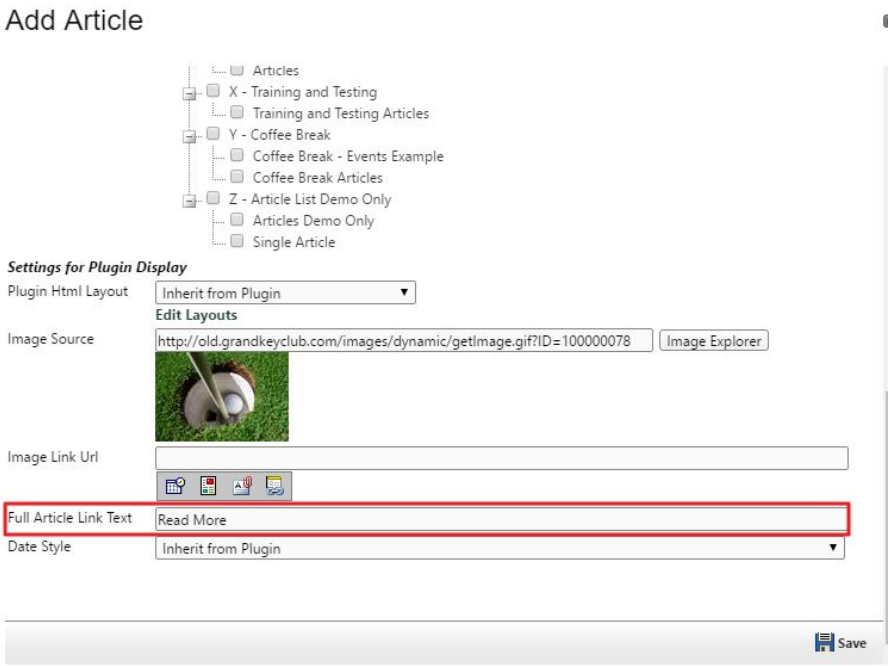


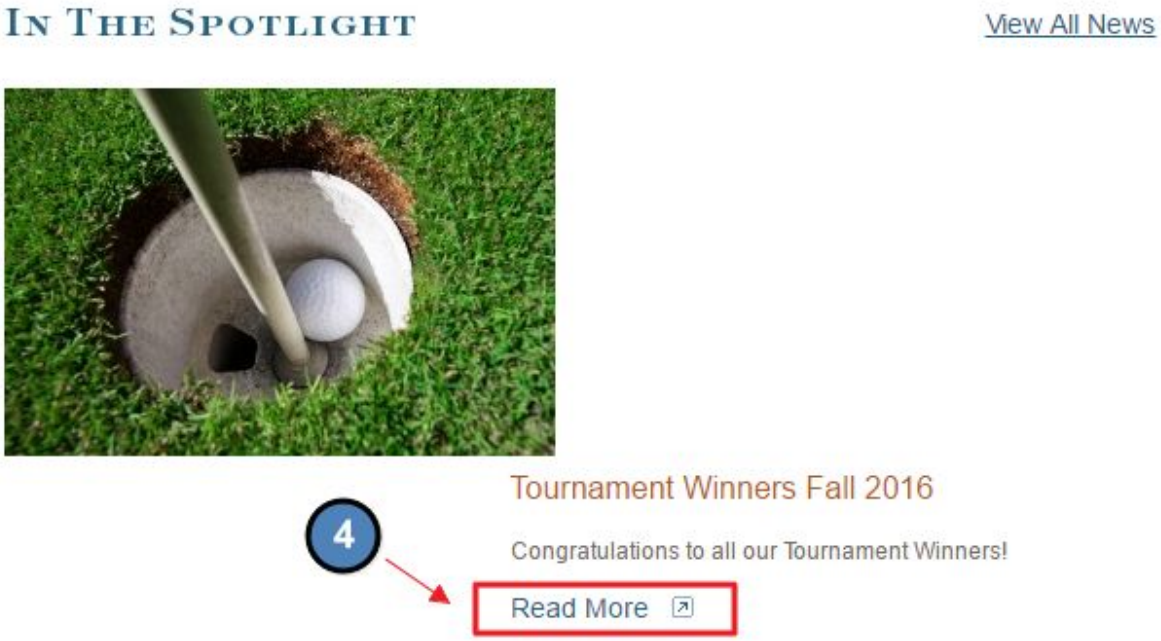
Image Link URL: add **event, document, page, or hyperlink.**



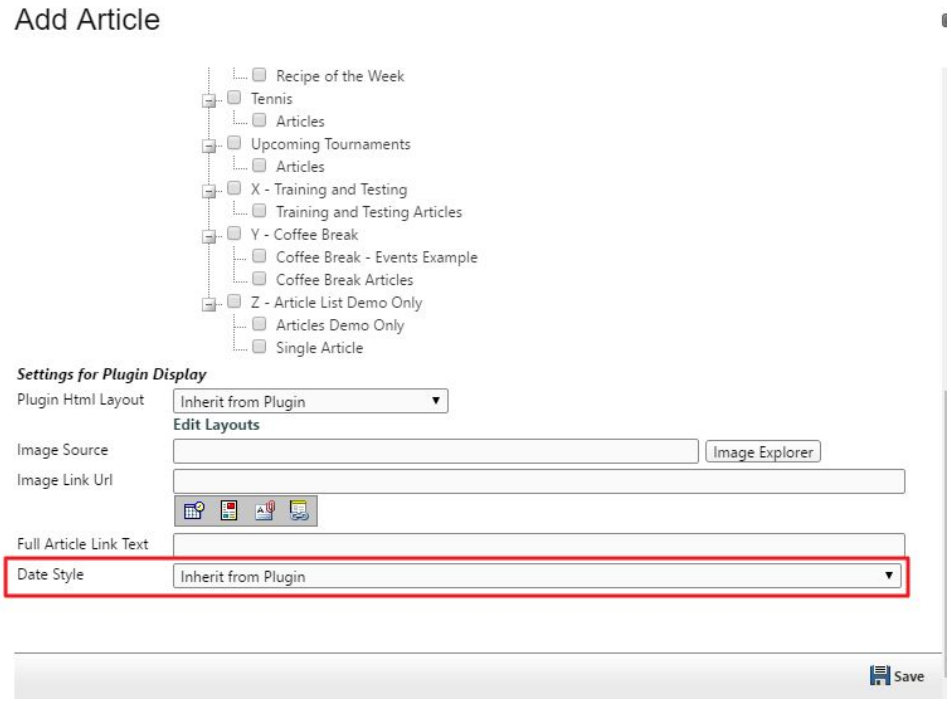
Full Article Link: this is the 'read more' text that will display on the on the **Article Quick View Display.** This may be set to a desired text. *Example: Read More, Click Here, Continue, etc.*



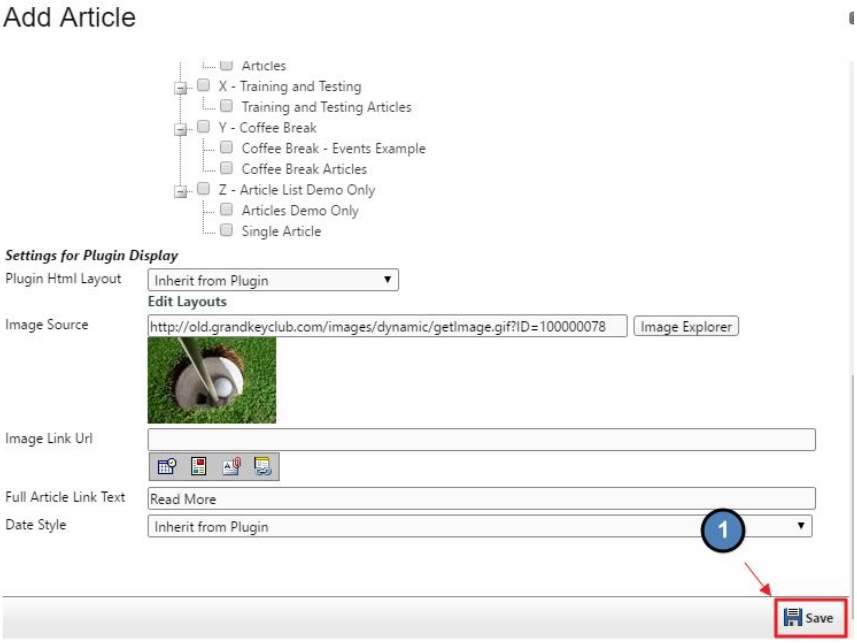
Full Article Link in Quick View Display:



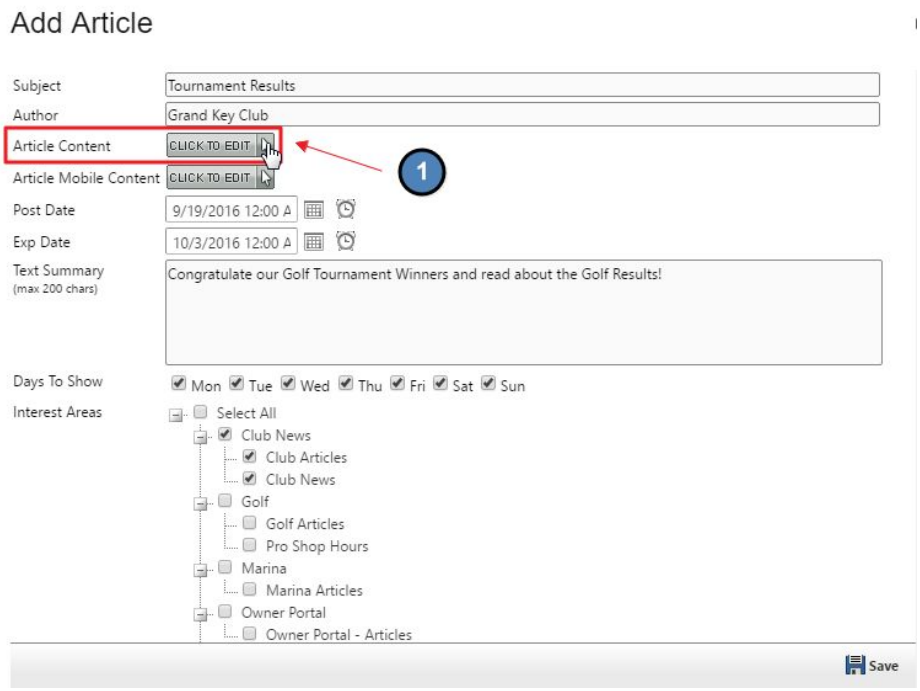
Date Style: set-up by Clubessential, but used for the **Article Quick View** display.



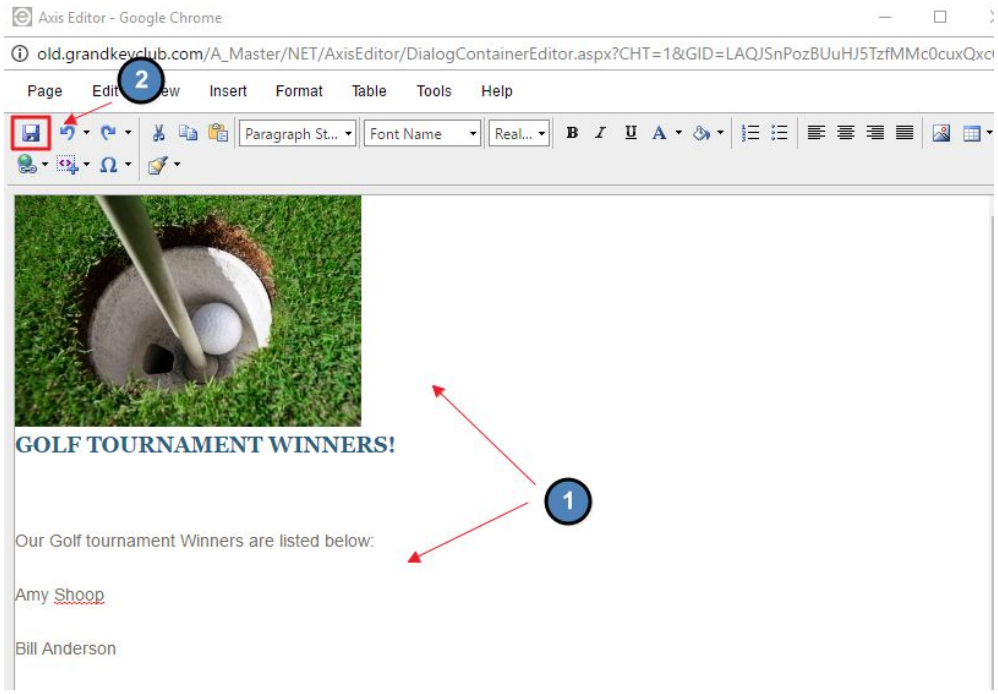
Save to continue to **add content** to the **Article.**



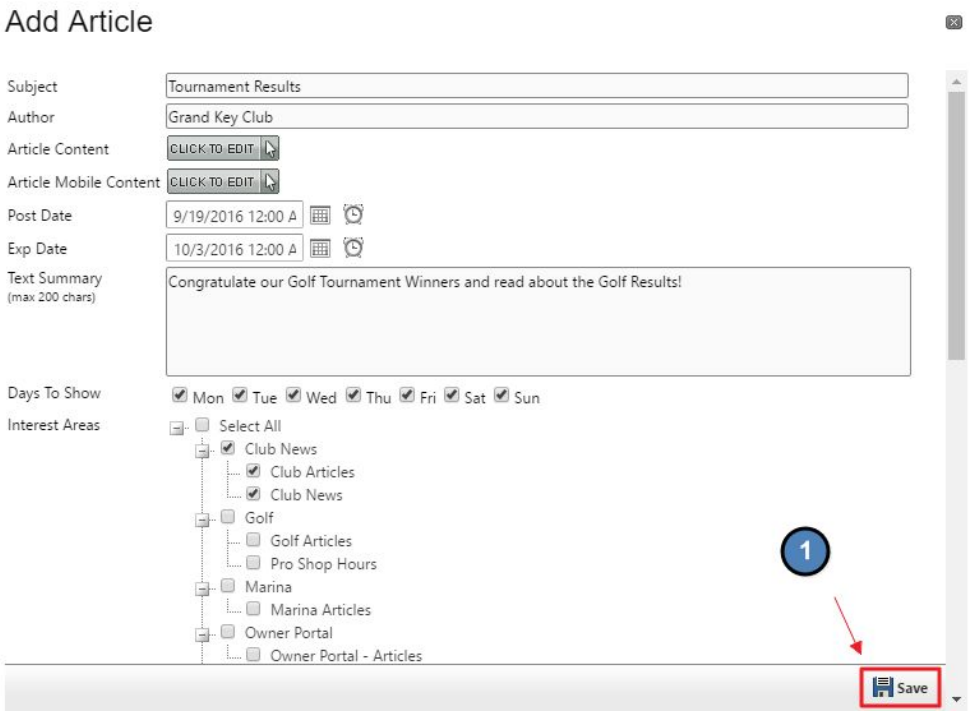
A **Click to Edit** will now appear beneath the **Add Article Interface.** Open the **Click to Edit** to access the **Editor** to begin **adding content.**



Once the **Editor** is open, open content, imagery, and hyperlinks to create content. **Save** in the **Editor** when finished.



Save again in the **Articles Interface.**



FAQs

Q: Do you offer a blog?
A: You may use Articles as a blog quite easily. Articles allows for features similar to blogs such as: scheduling posts, archiving posts, and categories. Article Plugin stylings can vary, so we can accommodate for a certain look as desired that can be determined with the help of Clubessential.

Best Practices

1. Try to post weekly **Articles** so content is fresh and new. Since **Articles** can be written ahead of their actual post-date, this allows for **Articles** to be written in advance.
2. If you haven't written an **Article** in awhile, do not draw attention to this fact in your next post. This will remind users that you have not written, which is unnecessary.

3. **Articles** are a great resources for news and blog items. Keep the content concise and interesting. Enhance the content by adding imagery and hyperlinks.
4. Use **Interest Areas** appropriately so the right content is getting to the right crowd. If you need additional **Interest Areas** set-up, Clubessential can assist by adding these at any time.
5. Change the **Author** to the Club Name so the posts are all coming from one source. If the post is from the President, however, be sure to change the **Author** to the President's name. Whomever's account you're signed into will automatically pull the name into the **Author** box until changed.
6. You can **remove Articles from the Archive** tab if needed and publish again. To do this, simply navigate to the **Archive** tab and click **Edit** under the **Article** name. From here, you can update the **post and expiration date** as needed.
7. Members are unable to see the **Unpublished Tab.** This tab is only for **Admins and Editors.**